

**State of North Dakota
North Dakota Department of Human Services
Medical Services Division
600 E Blvd Ave, Dept 325
Bismarck, ND 58505-0250**

SOLICITATION AMENDMENT 1

June 20, 2014

RESPONSES TO QUESTIONS AND REQUESTS FOR CLARIFICATIONS

Solicitation Number: 325-14-415-012

Type: Request for Proposal

Title: Cost of Dispensing Survey

Issuing Agency: Human Services, Department of - Medical Services Division

Issued: 06/03/2014

Deadline for Questions: 06/17/2014 04:00 PM CT

Closes: 06/30/2014 04:00 PM CT

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Short Description: The state of North Dakota, acting through its North Dakota Department of Human Services, Medical Services Division (STATE), is soliciting proposals from entities interested in implementing and completing a Cost of Dispensing Survey (CODS) to estimate costs to all pharmacy types associated with dispensing of traditional North Dakota Medicaid (not Medicaid managed care / Medicaid expansion) outpatient prescription drugs.

Instructions: Click the link below to view this solicitation. Contact the Procurement Officer if you have any questions or are unable to obtain the documents from the website.

<https://apps.nd.gov/csd/spo/services/bidder/displaySolicitation.htm?solNo=325-14-415-012>

If the above link does not work:

-Go to www.nd.gov/spo

-From the left menu, click Bids and Contracts - click Current Solicitations

-Recent Solicitations are listed by close date.

QUESTIONS AND ANSWERS:

1. Section 2.07: Regarding the following language from requirement 2.07: "An offeror shall identify all known federal and state requirements that apply to the proposal, the evaluation, or a contract resulting from this RFP."

Should the requirement state that "An offeror shall comply with all known federal and state requirements that apply to the proposal, the evaluation, or a contract resulting from this RFP"? If not, please confirm that the bidder must provide a list of requirements in response to 2.07.

Answer: This requirement in Section 2.07 exists to remind the bidder that they will have to comply with all federal and state requirements and that they, not the STATE, are the party responsible for identifying any such requirements. The bidder does not have to provide a list of the requirements as part of their proposal.

2. Section 2.02, Scope of Work, D, page 11, states: "A letter of agreement from two separate statisticians (holding a masters or doctoral degree in statistics and at least 5 years of experience) shall accompany the findings to ensure the findings are statistically sound (one of these statisticians may be employed directly by the vendor)." Is it acceptable for both required statisticians to be employed by a subcontractor?

Answer: Yes.

3. Section 2.02, Scope of Work, C (under deliverables), page 12 states: "Bi-weekly updates: the successful offeror will provide, at a minimum, bi-weekly updates to the project director, which may include a combination of emails and conference calls. At least one communication per week must be made via conference call." Can you confirm that a weekly conference call is required, and in addition, one other communication is required every two weeks?

Answer: In this instance, the intent of the term bi-weekly is twice a week. For example, this requirement can be met with a weekly conference call on Tuesdays and a weekly summary e-mail sent on Fridays.

4. Section 2.06, Required Licenses, page 13 states: "By the Deadline for Receipt of Proposals, the offeror must have and keep current any professional licenses and permits required by federal, state, and local laws for performance of a contract resulting from this RFP. An offeror who does not possess required licenses at the time proposals are due will be determined non-responsive." What licenses are required?

Answer: Required licenses will vary based on proposals and staffing within those proposals. It is the responsibility of the offeror to determine what is required based on their proposal. For instance, if an offeror proposes to have a CPA and a pharmacist perform services in their proposal, the offeror is the one responsible for ensuring the proper licensure is complete.

5. Section 3.03, Standard Contract Provisions: Is the State willing to negotiate with the selected vendor on specific contractual terms? How should an offeror present the request for contractual exceptions in its proposal?

Answer: Contract negotiations are allowed. Any concerns or proposed changes regarding the contract provisions must be submitted in writing to the procurement officer by the deadline for submission of questions and requests for clarifications. Any proposed changes to the contract provisions must be set out in the offeror's proposal, including any supplemental terms and

conditions (e.g. software licensing agreements or maintenance agreements).

6. Section 2.02.A: Will the State provide a database containing the contact information for each pharmacy in the Pharmacy Sample to the contractor?

Answer: STATE will provide a data file with contact information STATE has on file in its systems (e.g. address and phone number). It will not include fax numbers or individual names. Other options (may require a fee) for obtaining a pharmacy database do exist (e.g. ND Board of Pharmacy).

7. Section 2.02.A: What are the ramifications/steps that can be taken if a pharmacy refuses to cooperate with the survey? Is there a percentage of pharmacies that the State is expecting to be non-responsive?

Answer: Offerors should include their experience in this area within their proposal as well as their suggestions for dealing with non-responders. STATE will work with the successful offeror during the twice weekly updates to identify and contact non-responding pharmacies.

8. Section 2.02.A: Will the State be providing the national and state CODS results to the contractor that the State desires to be used for comparison?

Answer: The offeror must propose what they will use and the reasons for using those as comparators.

9. Section 2.02.A: Has the State conducted similar surveys in the past? If so, can the results be made available to the contractor?

Answer: STATE has not conducted any similar surveys in the past.

10. Section 2.02.A (p.10, Verification): Is the State supportive of the contractor collecting supporting documentation (uploads) from the pharmacies for the purpose of verifying submitted data? Does the State have authority/contingency plans if a pharmacy refuses to provide supporting documentation?

Answer: Offerors may propose solutions for verifications as they see fit based on their experiences. STATE will work with the successful offeror during the twice weekly updates to identify and contact non-responding pharmacies.

11. Section 2.02.B: Will the State send an initial USPS letter or email to notify the pharmacies in the Sample about the survey and to introduce the contractor?

Answer: STATE will work with the ND Pharmacist Association and will also send an e-mail to pharmacists on its current internally maintained list of pharmacists to inform them of the survey and to introduce the contractor. Offerors must propose how they will approach the notification of pharmacies.

12. Section 2.02.A (p.12): Is the kick-off meeting presentation to be in person?

Answer: No.

13. Section 3.02: Is travel expense included in the firm fixed price?

Answer: All expenses are to be included in the firm fixed price.

14. Section 3.10: Can the contractor invoice in installments for completed work?

Answer: STATE will reimburse monthly for services performed upon completion of SFN 1763.

15. Section 6.14: Can discussions be held remotely or will the State require the potential contractor to present in person?

Answer: There is no requirement in the RFP for discussions to be held at specific locations.

SOLICITATION AMENDMENT

ACKNOWLEDGEMENT

SOLICITATION NUMBER AND TITLE: 325-14-415-012 Cost of Dispensing Survey
AMENDMENT NUMBER: 1

By my signature below, I hereby acknowledge receipt of and compliance with this amendment to the above referenced solicitation.

<i>NAME OF BIDDER OR OFFEROR</i>
<i>MAILING ADDRESS</i>
<i>PRINTED NAME</i>
<i>SIGNATURE</i>
<i>TITLE</i>
<i>DATE</i>